

CITY OF MENASHA
Common Council
City Hall-140 Main St.-Council Chambers-3rd Floor
April 21, 2008

MINUTES

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1. CALL TO ORDER

Meeting called to order by Mayor Merkes at 7:15 p.m.

2. PLEDGE OF ALLEGIANCE

A. [Pledge of Allegiance](#)

3. ROLL CALL/EXCUSED ABSENCES

A. [Roll Call](#)

PRESENT: Ald. Wisneski, Pack, Hendricks, Zelinski, Michalkiewicz, Benner, Taylor
ALSO PRESENT: Mayor Merkes, CA/HRD Brandt, PC Stanke, DPW Radtke, CDD Keil, C/T Stoffel, PHD Nett, PRD Tungate, PWS Jacobson, Clerk Galeazzi, and the Press.

B. [PUBLIC HEARING on the proposed final resolution authorizing public improvement and levying special assessments against benefited property \(Lake Park Heights, Walker and Northridge Manor Subdivisions\)](#)

DPW Radtke explained the proposed final resolution is for the installation of new streets, curb and gutter for Lake Park Heights , Walker and Northridge Manor Subdivisions. The current City policy is for the property owners to be assessed for the work. Any assessment of \$2,500 or more property owners have a five year penalty and interest free deferral. Then have an additional five years of paying by installment with interest being charged.

Ken Syring, 955 Woodland Drive . Funds to do project will need to be borrowed, should delay project.

Jim Wrycha, 1700 Highridge Terrace. Project has been delayed for over two years, needs to be completed. Jim Pujo, 1680 Highridge Terrace. Temporary streets are deteriorating, need to be repaired.

Larry Hasse, 1727 Northridge Court . Project needs to be done, been waiting a long time. Need new street light at intersection of Highridge and Northridge.

Larry Baier, 1016 Lugano Street . Timeline of project, trail through Lake Park Heights , who will maintain trail. John Nagel, 1707 Highridge Terrace. Residents have lived with dust and gravel, now is time to complete project.

Dan Scharenbrock, 1012 Lugano Street . Snow plowing of corner lots; culverts need to be cleaned out; why cutoff amount for paying over five year period is \$2,500.

Colin McClure, 1143 Morgan Taylor Court . Timeline for completing project; first notice received two years ago, different in assessment.

Kara Homan, 3086 Winnepeg Street . Need more pedestrian routes east of Oneida Street .

Antoine Tines, 1840 Northridge Court . Will residents get to review bids? Need to move forward on project.

4. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

Minutes to approve:

- A. [Common Council, 4/7/08](#)
- B. [New Common Council, 4/15/08](#)

Moved by Alderman Pack, seconded by Alderman Hendricks to approve Common Council Minutes of 4/7/07 & 4/15/08

Motion Carried on voice vote
Results:

Minutes to receive:

- C. [Administration Committee, 4/7/08, 4/15/08](#)
- D. [Board of Public Works, 4/7/08, 4/15/08](#)
- E. [Personnel Committee, 4/15/08](#)
- F. [NM Sewerage Commission, 3/25/08](#)
- G. [Parks and Recreation Board, 3/10/08](#)

Communications:

- A. [Clerk Galeazzi, 4/16/08; New Municipal Officials Workshops information](#)
- B. [Clerk Galeazzi, 4/16/08; Regional Dinner Meetings information](#)
- C. [Clerk Galeazzi, 4/17/08; Business cards for newly elected officials](#)
- D. [Clerk Galeazzi, 4/16/08; Board of Canvass minutes and certification for April 1, 2008 Election](#)
- E. [FC Vander Wyst, 4/16/08; Automatic Aid/Consolidation Resolution](#)
- F. [NM Fire Rescue, Fire Station Open House on April 26, 2008](#)
- G. [PRD Tungate, 4/9/08; Tree City, USA/Arbor Day Ceremony](#)
- H. [Town of Menasha Utility Commission minutes; 2/11/08, 2/25/08, 3/10/08](#)
- I. [Waverly Sanitary District minutes, 3/18/08](#)

Moved by Alderman Pack, seconded by Alderman Hendricks to approve Minutes to Receive C-G and Communications A-I

Discussion: Ald. Taylor-Comm. F, NM Joint Fire Rescue Open House, need to promote event.

Motion Carried on voice vote
Results:

5. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY

Five (5) minute time limit for each person

- A. [Public Comments on any matter of concern to the city](#)

Paul Eisner, 1807 Brighton Beach Road. Winnebago County Supervisor. Awards and recognition of Menasha Public Library.

Nancy Zelinski, 647 Paris Street. Increase fines for people parking in handicap stalls; switch Broad Street to two-way traffic; monitor books that are required reading by school district.
Tim Jacobson, 732 Paris Street. Utilities should pay difference in interest charged for borrowing for City project.

6. APPOINTMENTS

A. [None](#)

7. CLAIMS AGAINST THE CITY

A. [None](#)

8. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

A. [None](#)

9. REPORT OF COMMITTEES/BOARDS/COMMISSIONS

A. Plan Commission:

1. [No meeting](#)

B. Administration Committee:

1. [Application of Wiseguys Pizzeria & Pub LLC, 1440 S. Oneida Street, Menasha, Brenda Jorgensen, agent for Reserve Class B Liquor License for the 2007-2008 licensing year.](#)

Moved by Alderman Wisneski, seconded by Alderman Taylor to approve liquor license

Motion Carried on voice vote

Results:

2. [Authorization to request funds from Winnebago County Commission on Aging for 2009: 1\) Senior Center Activity Coordinator; 2\) Senior Center Supervisor; 3\) 60+ Health Program, and authorize signatures.](#)

Moved by Ald. Wisneski, seconded by Ald. Michalkiewicz to approve authorization to request funds.

Motion carried on roll call 7-0.

3. [Approval of Declaration of Official Intent to Advance Funds, Water Main and Service Replacement on Third Street prior to DOT project.](#)

Moved by Ald. Wisneski, seconded by Ald. Pack to approve Declaration of Official Intent to Advance Funds.

Motion carried on roll call 7-0.

4. [Accounts payable and payroll for 4/10/08 - 4/17/08 in the amount of \\$1,892,933.36](#)

Moved by Ald. Wisneski, second by Ald. Michalkiewicz to approve accounts payable and payroll.

Motion carried on roll call 7-0.

C. Board of Public Works:

1. [Payment - Insituform Technologies USA, Inc.; City of Menasha Wastewater Collection System Rehabilitation Improvements - Phase 3 Project; Contract No. E145-07-01A; \\$186,051.80 \(Payment No.](#)

1)

Moved by Ald. Pack, seconded by Ald. Michalkiewicz to approve payment.
Motion carried on roll call 7-0.

2. Request for Stop Sign at the Intersection of Grove and Melissa Streets

Acted on in Board of Public Works to do engineering study.

D. Personnel Committee:

1. 4/21/08; Recommends approval for filling District 1 Alderman Vacancy

Moved by Ald. Hendricks, seconded by Ald. Pack to advertise in the newspaper and on the City Website to accept resumes until May 5 for appointment on May 19.
Motion carried on voice vote.

10. ORDINANCES AND RESOLUTIONS

A. 0-3-08 An Ordinance Relating to Prohibited Parking (River Street)

No Action

B. 0-4-08 An Ordinance Relating to Prohibited Parking (Baldwin Street)

No Action

C. R-6-08 Final Resolution Authorizing Public Improvements and Levying Special Assessments Against Benefited Property

Moved by Ald. Wisneski, seconded by Ald. Pack to adopt R-6-08.
Discussion
Motion carried on roll call 7-0.

D. R-7-08 Resolution Continuing Appropriations

Moved by Ald. Wisneski, seconded by Ald. Pack to adopt R-7-08.
Motion carried on roll call 7-0.

E. R-8-08 Resolution Transferring/Appropriating Funds

Moved by Ald. Wisneski, seconded by Ald. Pack to adopt R-8-08.
Motion carried on roll call 7-0.

F. R-9-08 - Resolution Designating Public Depository and Authorizing Withdrawal of County, City, Village, Town or School District Moneys

Moved by Ald. Wisneski, seconded by Ald. Pack to adopt R-9-08.
Motion carried on roll call 7-0.

11. HELD OVER BUSINESS

A. None

12. COUNCIL DIRECTIVES

- A. CA/HRD Brandt - Would like a formal ruling and explanation of the motion to "Hold" (There was considerable confusion on a Hold motion at the 4-7-08 CC meeting). This council "rule" or "policy" was adopted 5 or more years ago. I would like a copy of this rule/policy provided to each council member, along with a detailed interpretation of this motion when used. Also, please explain: 1) when this motion can and can not be made at a normal Common Council meeting or Sine Die. 2) who can or can not over ride this motion with a ruling. 3) if hold motion is ruled against and found to be the incorrect ruling, is the main motion even valid or can it be reconsidered. (Ald. Hendricks)

CA/HRD Brandt handed out Section 2-2-16 of the City Code that pertained to the hold option. He explained the ruling and how it can be used during regular Common Council meetings and Sine-Die Council meetings. The Mayor and/or Chair of the Committee rules on the motion. The request to hold must be made before the beginning of debate on the issue.

- B. Public Works Supt. Jacobson - Discuss safety concerns regarding public accessibility around salt shed. Provide solutions and timing for resolving security and safety issues around this facility. (Ald. Hendricks)

PWS Jacobson pointed out on a map of the Public Works Facility where the salt shed is located and the foot traffic problem in the area. The salt shed was constructed in 2007. Originally it was talked about with the Utilities to have a joint project to put fencing around the salt shed and the Utilities' electric sub-station located in the same area. The Utilities decided not to appropriate funds for the fencing. Any funds left over after the construction of salt shed could have been used for fencing around the salt shed. Even though the cost to construct the salt shed was under budget, the funds were not available for the fencing. There have been some safety and security issues that have come to light during the past winter with the numerous times street crews needed access to the salt shed.

- C. Public Works Supt. Jacobson - Explain Saturday city garage hours. How were the current times of 7:00 am-1:00 pm established. Is there any flexibility as far as the times go? 8:00 am-2:00 pm or 9:00 am-3:00 pm. (Ald. Hendricks)

PWS Jacobson explained an Ad-Hoc Committee was formed in 1988 to discuss a recycling center at the Public Works Facility. One of the recommendations of the committee was to hold Saturday hours from 8AM-1PM. Most residents are fine with the hours and they adjust their yard work accordingly.

- D. CDD Keil - Status of completed landscaping for the following site: Fox Cinema (Ald. Hendricks)

CDD Keil explained the landscape is not completed. He has contacted the owner on what is needed to complete the work. There was an amendment to the original site plan.

- E. IT Manager Lacey - Spam messages are increasingly getting worse. Explain/address ways to reduce and or eliminate this trend. (Ald. Hendricks)

C/T Stoffel referred to a memo prepared by IT Manager Lacey explaining the procedure used by the IT Dept. on blocking SPAM that is sent through the City e-mails. Only 3% of the SPAM e-mails sent to the City e-mail actually get through the City Barracuda SPAM blocker.

- F. Comp Stoffel - Provide a total dollar amount and number of Non-represented employees who received a one time bonus the week of 4/11/08. Could you also provide information as to where these funds are from, (what account), and if these were budgeted funds. (Ald. Hendricks)

CA/HRD Brandt explained he responded to an open records request from the *Post-Crescent*. C/T Stoffel reported the amount was not budgeted for, but would come from each individual department's budget. It is not a line item in the budget, but would be part of the overall budget amount for each department.

13. CITIZEN REPRISE (People from the gallery to be heard; only pertaining to matters on the agenda - five (5) minute time limit for each person)

A. [Public comments on matters pertaining to the agenda](#)

None

14. ADJOURNMENT

A. [Adjournment](#)

Moved by Alderman Pack, seconded by Alderman Taylor to adjourn at 8:46 p.m.

Motion Carried on voice vote

Results:

Respectfully submitted by Deborah A. Galeazzi, City Clerk